



Course Description

Students taking this course are database administrators or prospective database administrators who have experience working with Access and need to learn advanced skills.

Learning Objectives

Implement Advanced Form Design

- Add Controls to Forms
 - Controls
 - Types of Controls
 - Command Buttons
 - Calendar/Datepicker Control
 - Form Layouts
 - Quick Styles
 - Tab Order
 - The Anchoring Tool
- Enhance Navigation and Organization of Forms
 - Subforms
 - The Subform Control
 - Tab Pages
 - Navigation Control and Navigation Forms
- Apply Conditional Formatting
 - Conditional Formatting
 - The Conditional Formatting Rules Manager

Use Macros to Improve User Interface Design

- Create a Macro
 - Macros
 - The Macro Builder Window
 - Macro Actions
 - Types of Macro Actions
 - Action Arguments
 - Object Events
 - Macros in Access Web Apps
 - Access Web Apps User Interface Macros
 - Access Web Apps Data Macros
- Restrict Records by Using a Condition
 - Macro Conditions
 - Conditions
 - The Where Condition
- Validate Data by Using a Macro
 - Event Properties for Data Validation
 - Macro Actions for Data Validation
 - Embedded Macros
- Automate Data Entry by Using a Macro
 - Event Properties for Automating Data Entry
 - Macro Actions for Automating Data Entry

Use Advanced Database Management

- Manage a Database
 - Exclusive Mode
 - Database Access Modes
 - Database Backup
 - Compact and Repair Database
 - Performance Analyzer
- Determine Object Dependency
 - Object Dependency
- Document a Database
 - The Need for Database Documentation

Distribute and Securing a Database

- Splitting a Database for Multiple-User Access
 - The Split Database
 - Front-End and Back-End Databases
 - Advantages of a Split Database
- Implement Security
 - Security Strategies in Access
 - Password Protection
- Convert a Database to an ACCDE File
 - User Templates
 - Database as a Template
- Package a Database with a Digital Signature
 - Digital Certificates

Share Data Across Applications

- Import Data Into Access
 - Data Importing
 - The Get External Data Wizard
 - Delimiters
- Export Access Data
 - Data Export to Text File Formats
 - Data Export to Excel
- Link Tables to External Data Sources
 - External Data Sources
 - The Linked Table Manager
- Create a Mail Merge
 - The Microsoft Word Mail Merge Wizard

Use VBA

- Getting Started with VBA
 - VBA
 - The VBA Editor
 - Modules
 - Procedures
 - Macros and VBA
- Enhance Access by Using VBA
 - Objects
 - Properties
 - Methods
 - Events

Manage Switchboards

- Create a Database Switchboard
 - Switchboards
 - Switchboard Manager
- Modify a Database Switchboard
- Set Start-up Options
 - Database Start-up Options
 - Error Checking Options